

Pre Authorization
Business Travel Request



Destination: Eastern Province Trip

Description: To Target Eastern Province Groups specially to sign deals for the month of Rajab

Period: Dec 2023

- ☐ Exhibition
- ☐ Trade Show
- ☐ Sales Call
- ☐ Others

- ☐ International Trip
- ☐ Local Trip
- ☐ Budgeted
- ☐ Non-Budgeted

Business Rationale / ROI:

Will be attended Nusuk Exhibition in India

Travelers Details:

Name	**Ayman Mohamed Sarhan**
Title	**ADBD**
Joining Date	**07 Nov 2019**
Business Leaves Start	**04 Dec 2023**
Business Leaves End	**07 Dec Included**
Back to Work	**11 Dec 2023**

Estimated Cost:

Description	Estimated value
Registration / Fees	SR 400
Visa	SR 600
Ticket	SR 3000
Transport	SR 1500
Accommodation	SR 1000
Meals	SR 500
Giveaways/Others	-
Total Trip Cost	SR 7000

Requested by
Ayman Sarhan
ADBD

Reviewed & Approved by
Syed Zohaib Ahmed
Cluster DOF

Approved by
Dani Saleh
Cluster GM